

Retention and Classification Report

Agency: Department of Public Safety. Aero Bureau (2445)

4501 South 2700 West
Salt Lake City, UT 84119
533-5637

Records Officer Denise Gotch

83055 Aircraft flight log
83010 Flight reports

AGENCY: Department of Public Safety. Aero Bureau

SERIES: 83055

4

TITLE: Aircraft flight log

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a flight log initiated by the pilot operating the aircraft, summarized in each pilot's personal log book, as required by the Federal Aviation Administration (FAA), and retained by the pilot for his or her lifetime. Information includes aircraft number, date of flight, names of pilot and co-pilot, destination, and travel plans.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until administrative need ends and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative need expressed by the agency.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Aero Bureau

SERIES: 83010

4

TITLE: Flight reports

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Forms maintained by pilots on utilization of aircraft for traffic control and regulation. Information includes day, date, location, and direction of vehicle involved with traffic violation; unit relayed to, weather conditions, pilot, observer, time and distance conversion table, seconds per mile and miles per hour, color and type of vehicle, time, arrest, if warned, and any other remarks concerning the violating vehicle.

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